



1843 Oakwood Avenue Phone: (419) 599-5545
Napoleon, OH 43545 Fax: (419) 592-6400

www.henrycohd.org

Anne Goon, MS, RD, LD, Health Commissioner

**APPLICANT: REMOVE & KEEP THIS PAGE FOR YOUR USE.
REVIEW THE CHECKLIST ON THE REVERSE SIDE OF THIS PAGE**

Instructions for Applicants of Temporary Food Facilities

1. **Complete and return the following (included in this packet) at least 10 days prior to your event, or as soon as possible:**
 - Application for a License to Conduct a Temporary
 - Application Plan for Temporary Food Event
 - Temporary Food Event Layout
 - a. Complete all of the information on these forms (except where indicated for office use). Be certain that you sign and date this application where indicated.
 - b. Return Application forms with a license fee equal to \$20.92 for each day you will operate. We can only accept cash or check for the license fee.
2. **Provide facilities and equipment for your food event as described in this packet:**
 - “Temporary Food Event Requirements Checklist” and
 - “Required Minimum Setup For Hand and Utensil Washing at Temporary Food Events”.

Keep and refer to this information to ensure you have everything you need to operate as required.
3. **Affix the included handwashing instructions to the water dispenser you provide for handwashing.**
4. **If you are making any last minute changes, have any questions or are uncertain of anything regarding your temporary food facility, please contact our office.**
5. **The inspector (Sanitarian) will deliver your license to the event at the time of the inspection.**
6. **For additional copies of this packet and other useful food safety Information go to:**
http://www.henrycohd.org/environmental.htm#Food_Safety_
7. **Have a safe and successful event.**

**If you need to cancel your temporary event before starting, please email or text a message to the inspectors. If you contact us before we arrive, you may be able to be refunded your fee. If you do not contact us before we arrive, your fee will not be refunded. Email or text a message to both jlindsay@henrycohd.org and dbart@henrycohd.org so we are aware of the cancellation.

Temporary Food Event Requirements Checklist

Keep and review this checklist to ensure you have all required items for your event

Foods and Beverages

- Obtained from approved sources:
only from and/or previously prepared in a licensed restaurant, food retail store, or food distributor
- NO HOME PREPARED FOODS. (Ask Health Dept. about baked goods)
- All Food must be prepared on site or from approved source (see previous 2 items).
- Food must be stored a minimum of six inches above the ground/floor and protected while on display.
- All water used for drinking, ice, cooking and handwashing must be from a municipal source.

Handwashing

- Running water for handwashing must allow for both hands to be washed at once.
(use a sink with faucet or coffee urn filled with water.)
- Liquid or bar handwashing soap
- Paper (single use) towels for drying hands
- A container to collect wastewater from handwashing or properly plumbed sink.
- Handwash station must be close enough to food prep area to wash hands often
- Affix handwashing instructions sign included in this packet to the clean water dispenser.

Food Preparation/Storage

- Raw meats must be cooked to required temperatures
(Chicken: 165°F, Ground meats: 155°F, Fish: 145°F)
- Hot food must be held at 135°F or above
- Cold food must be held at 41°F or below
- A metal stem thermometer must be used monitor the temperatures of food
- Tongs, scoops, deli tissue, or single use gloves to prevent bare hand contact.
Applies to ready-to-eat food (e.g. sandwich buns, cookies, chips, cooked food, etc.)
- Food covered when stored, single use articles pre-wrapped or adequately protected and stored.

Cleaning and Sanitation

- Utensils properly cleaned and sanitized in a 3 compartment sink or series of 3 buckets.
① Wash in hot soapy water ② Rinse in clear water ③ Sanitize with 1 teaspoon of bleach per gallon of water
(or use another approved sanitizer using the product label directions)
- Wet wiping cloths must be kept in sanitizer when not in use
- Leak-proof trash cans of sufficient capacity must be provided. No liquid wastes are to be dumped onto ground.

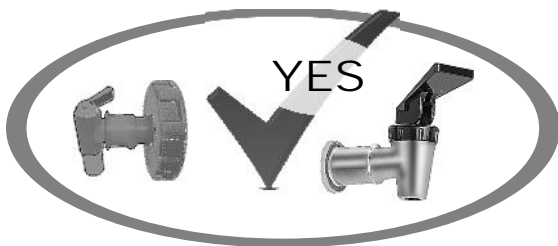
Food workers

- A Person-In-Charge must be present at all times who will ensure workers practice required and correct food safety and sanitation measures
- IMPORTANT! All workers must be in good health and free from illness that is transmissible through food
- Hair restraints are required for all food preparation workers (hat, hairnet, visor)
- No smoking, eating or non-essential people in food prep/serving or utensil washing areas.

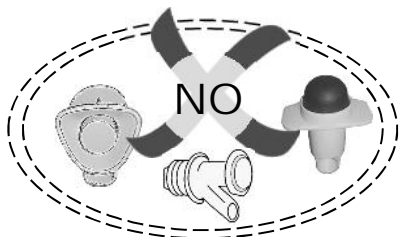
Work Area

- Locate on concrete when possible
- Provide canopy/shelter when possible
- Food preparation/service work surfaces must be smooth and easily cleanable

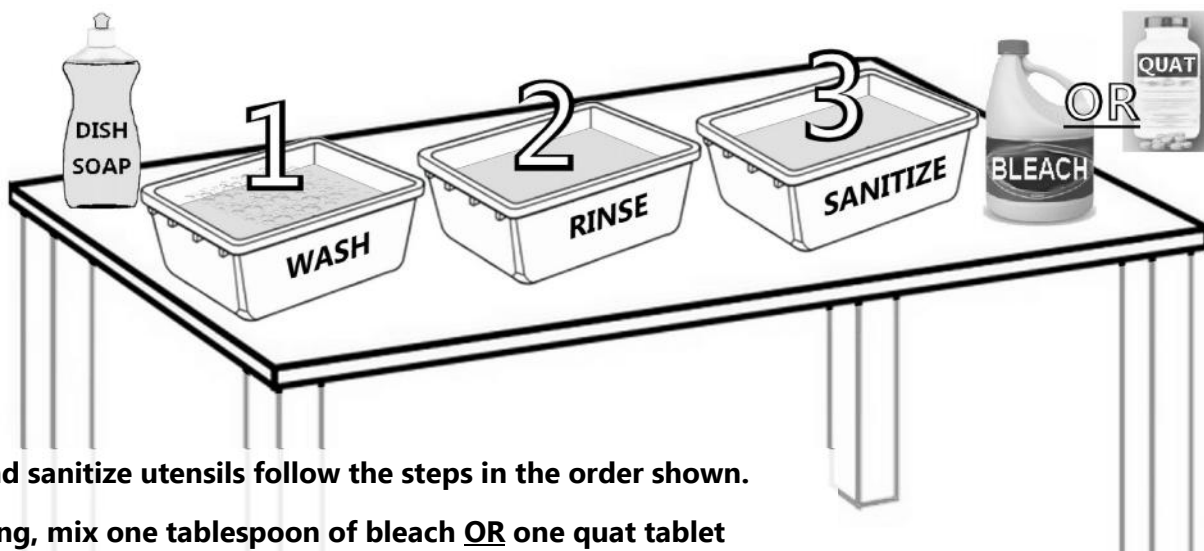
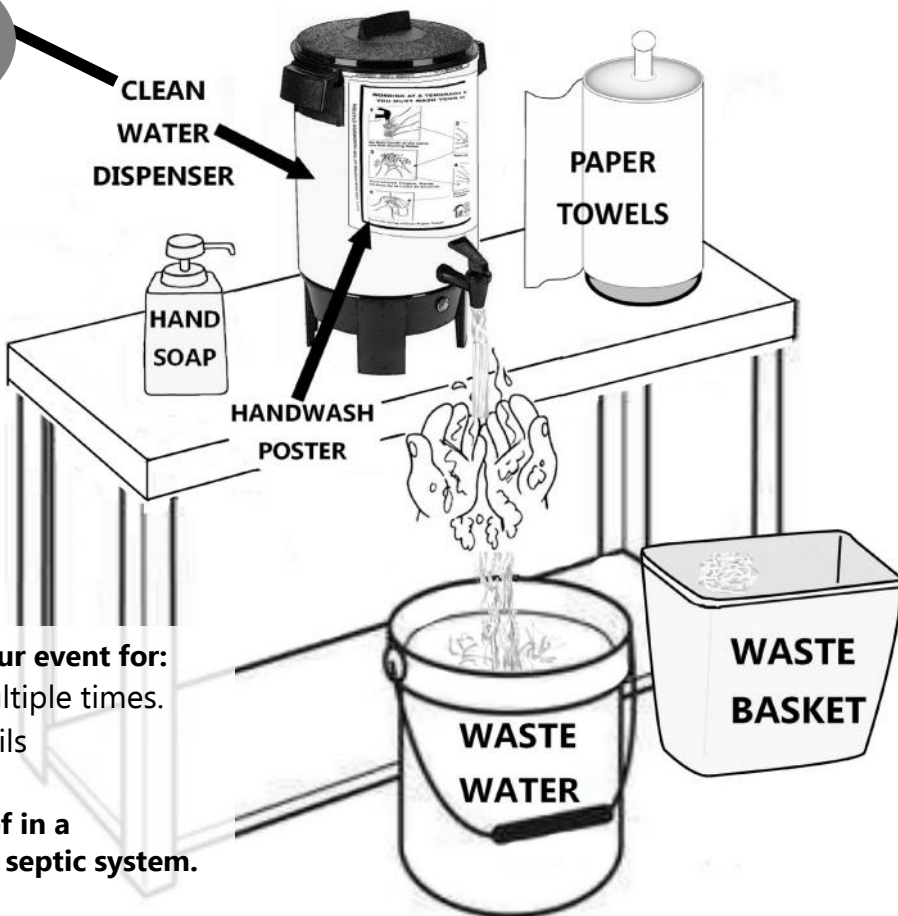
REQUIRED MINIMUM SETUP FOR HAND AND UTENSIL WASHING AT TEMPORARY FOOD EVENTS



- ◆ Water dispenser used must have a spigot that stays open without holding or pressing it.



- ◆ Provide plenty of clean water at your event for:
 - ◆ workers to wash their hands multiple times.
 - ◆ cleaning and sanitizing of utensils
- ◆ All waste water must be disposed of in a sanitary sewer drain or functioning septic system.



- ◆ To clean and sanitize utensils follow the steps in the order shown.
- ◆ For sanitizing, mix one tablespoon of bleach OR one quat tablet (DONT MIX CHEMICALS TOGETHER) in one gallon of water and be sure to allow utensils to sanitize for at least one minute.
- ◆ Any wiping cloths used must be stored in the sanitizer solution while not in use.



HENRY COUNTY HEALTH DEPARTMENT

1843 Oakwood Avenue
Napoleon, OH 43545
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Application for a License to Conduct a Temporary: (check only one)

Instructions:

1. Complete the applicable section. (Make any corrections if necessary)
2. Sign and date the application
3. Make a check or money order payable to:
4. Return check and signed application to:

- Food Service Operation
 Retail Food Establishment

Henry County Health Department
1843 Oakwood Avenue
Napoleon, Ohio 43545

Before license application can be processed, the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of organization/company to conduct the operation/establishment		
Name & Location of event		
Address of event		
City	State	ZIP
Start date	End date	Operation time(s)
Name of license holder		Phone number
Address of license holder		
City	State	ZIP
List all foods being served / sold		

<i>I Hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above.</i>	
Signature	Date

Licensors to complete below

Valid date(s)	License fee: = Total amount due
	\$20.92 per day = \$

Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

Temporary Food Event Layout

Please make a drawing below or attach a separate sheet which shows the layout of the area you will operate in and how the following equipment and facilities will be set up (see example below):

Handwashing
Utensil wash/rinse/sanitize
Hot food holding
Cold food holding
Food preparation area

Trash receptacles
Customer service area
Type of floor surface
Overhead protection

Please sketch your layout here:

Name of organization/company:

Example:

